

REPORTS INVENTORY					CONTROL NO. DDS/OL/SD-123	
PREPARE IN DUPLICATE					Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120181-4	
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	
Vehicle Master File					<input checked="" type="checkbox"/> STATISTICAL	
					<input type="checkbox"/> NARRATIVE	
					<input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL		<input type="checkbox"/> TRAINING		
		<input checked="" type="checkbox"/> LOGISTICS		<input type="checkbox"/> SECURITY		
		<input type="checkbox"/> MEDICAL		<input type="checkbox"/> FINANCE		
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)		
9		Quarterly		1		
7. FORMAT (memorandum, form computer print-out, etc)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT		
Computer Printout		<input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO Master		25X1 Headquarters Regulation		
10. PREPARING COMPONENT (include lowest level contributing information to report)			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
OL/SD/FSB/VS			None			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED = COST PER YEAR	
GS-5	\$3.15	195	=	\$614.25	4 = \$2457.00	
B. COSTS OF COMPUTER PRODUCED REPORTS						
9 copies	5	.03	=	\$1.35	4 = 5.40	
TOTAL COSTS PER YEAR					\$2462.40	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
This report is required to control the inventory of vehicles worldwide. (This report affects the attached report - Vehicle Status Run).						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS		
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)				MAN-HOURS DOLLARS		
<input type="checkbox"/> CHANGE						
<input type="checkbox"/> DISCONTINUE				STAT		
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION			18. EXTENSION	
2 October 70		Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120181-4 Chief, Vehicle Section, FSB/SD/OL				